

A background check(s) must be conducted on all university faculty, staff, appointees, students, student employees, graduate assistants, and volunteers working for programs for minors (individuals under the age of 18 or under 21 years old if incapable of self-care because of a mental or physical disability) as follows:

1. Any faculty, staff, appointee, student, student employee, graduate assistant, or volunteer working with a program(s), who is likely to have responsibility for the care, custody, or control of a minor as part of a program (“individual required to be background checked”), must have a Ohio Bureau of Criminal Investigation fingerprint background check (“BCI check”) completed before the program begins.
2. An individual required to be background checked who has not lived in Ohio within the previous five years must have both a BCI check and a Federal Bureau of Investigation Background Check (“FBI check”).
3. Where required by law or where the individual is required to be background checked is engaged at a facility or as part of a program that involves the use of showering, changing or sleeping facilities, the individual must have both a BCI check and an FBI check.
4. Individuals required to be background checked that have a break in service for less than 12 months must disclose on the human resources [Arrest or Conviction Self-Disclosure Form \[WORD\]](#) any arrests or convictions that occurred during the break prior to rehire. If a break in service is longer than 12 months, individuals required to be background checked must have a new BCI check prior to rehire and an FBI check must also be completed prior to rehire if the individual required to be background checked lived in a state other than Ohio during the break in service.
5. A BCI check must be completed every four years to remain eligible to work with programs.
 - All individuals required to be background checked must accurately disclose on the human resources [Arrest or Conviction Self-Disclosure Form \[WORD\]](#) any arrests, felony convictions, misdemeanor convictions, or pleas of guilty of no contest (nolo contendere) that occur after hire or after being accepted as a volunteer within three days of the arrest or conviction.
 - Failure of an individual to disclose will be grounds for discipline up to and including termination.
6. All individuals required to be background checked must also be checked against the national sex offender registry annually. University Human Resources will perform these checks for faculty and staff.

To request a National Sex Offender Registry Check for a student employee, please email the following information to uhr@ohio.edu:

- * "I am requesting a National Sex Offender Registry Check"
- * Name of employee to be checked
- * Email of employee to be checked
- * A valid university account number for billing (each check is currently \$6.05)

7. Parental consent must be given for the background check(s) in the case of an individual under the age of 18 requiring a check.

8. A third party vendor background check, including those required at the time of hire for university employees, is insufficient for individuals requiring a background check.
9. Units or programs may require background checks on broader categories of individuals than just those who are likely to have responsibility for the care, custody, or control of a minor as part of a program provided there is a business or risk justification, that checks are made consistently across specific positions and the documented background check program has been approved by university human resources.
10. Units must perform background checks on individuals as required by law. Background checks must be completed and reviewed before any individual required to be background checked can be hired or otherwise selected by the unit.
11. Offenses that will disqualify an individual from working with a program include those listed on the human resources [Arrest or Conviction Self-Disclosure Form \[WORD\]](#) or a violation of an existing or former law of this state, any other state, or the United States that is substantially equivalent to any of the offenses listed.
12. If the university denies an individual required to be background checked a position based on BCI check or FBI check results, university human resources will follow proper protocols to provide notice to the subject of the background check.

Will employee/volunteer have responsibility for the care, custody, or control of a minor as part of a program? If yes, proceed to next step to determine the type of background check needed. If no, no background check is needed at this time.

Background check	BCI	FBI
Lived in OH for past five years	X	n/a
Have not lived in OH for past five years	X	X
Engaged at a facility or program that involves showering, changing clothes or sleeping facilities	X	X
Updated background check		
Break in service longer than 12 months	X	n/a
Break in service and lived in a state other than Ohio during the break	X	X
Four years since last background check with no break in service	X	n/a